



Civil Rights Data Collection (CRDC) SY 2011-12

Webinar: Changes for SY 2011-12 CRDC & How to Collect Your Data

May 2012



Agenda

<i>Topic</i>
Agenda
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CRDC Background

Purpose

- The purpose of the U.S. Department of Education (ED) Civil Rights Data Collection (CRDC) is to obtain data about how well the nation's public school districts and elementary and secondary schools are doing in fulfilling their obligation to provide equal educational opportunity.

Authority

- The regulations implementing these provisions can be found at 34 CFR 100.6(b); 34 CFR 106.71; and 34 CFR 104.61.

History

- The 2009-10 CRDC was conducted for a sample of approximately 7,000 school districts, and was completed in two collection phases, first for Part 1 data and second for Part 2 data.
- The 2011-12 CRDC is an entire universe collection affecting every school district and public school in the country. This collection will be completed in a single collection phase incorporating both Parts 1 and 2.

CRDC Background

Data Publication

- Following the close of each survey the privacy protected aggregate data collected is made public.
- Data for survey years 2000, 2004, 2006, and 2009 is available at:
<http://ocrdata.ed.gov/>
- Data from the 2011 collection will be loaded onto this site for public use as well once the data is reviewed for accuracy and reports are finalized.





Changes from SY 2009-10 CRDC

CRDC SY 2009-10	CRDC SY 2011-12
Part 1 data was submitted in the first survey phase, and Part 2 data was submitted in a second, separate survey phase.	Part 1 and Part 2 data will both be submitted at the same time in a single survey phase. You will not be required to complete Part 1 prior to beginning Part 2.
Minor focus on data pre-collection because of the two survey collection phases.	Data pre-collect data phase with three pre-collection tools to assist you with data collection prior to the official survey opening in September.
Each of the Part 1 and Part 2 survey phases required separate Certification.	The single survey phase requires only one Certification .
Data verification was only available when all data had been entered.	Data verification is available on partially entered data.
Participants had the option of choosing 5 or 7 category race/ethnicity reporting.	ONLY the 7 category race / ethnicity reporting is available.
The Part 2 School form did not contain questions regarding Prekindergarten discipline.	The Part 2 School Form now has the question SCH-0032 Prekindergarten Suspension and Expulsion .



Changes from SY 2009-10 CRDC

CRDC SY 2009-10	CRDC SY 2011-12
The Part 2 LEA form contained LEA-0012 Inclusion and Exclusions in School Finance Data	LEA-0012 Inclusion and Exclusions in School Finance Data has been omitted from the survey
FFS – only fixed width format was accepted	FFS – both fixed-width and .csv formats accepted
FFS - submitted two files, one file for Part 1 and another for Part 2	FFS – submit four files - Part 1 LEA - Part 1 School - Part 2 LEA - Part 2 School
FFS – Part 1 and Part 2 file had to contain all required data	FFS - Allowed to submit multiple files, each with partial data
FFS - Performed data validation and certification via offline FFS Checker.	FFS – Perform data validation and certification through the web-based survey tool.



CRDC SY 2011-12 Phases

1

Pre-Collection of
Data
May - Aug

- Districts collect their LEA and School level data for SY 2011-12 year. LEAs may choose to store the data in “pre-collection tools” for use when the survey opens in September.

2

Survey Open
Period
Sep - Nov

- Districts enter/upload and validate their data via the web-based survey tool, and submit their data to the Department of Education through a Certification process.

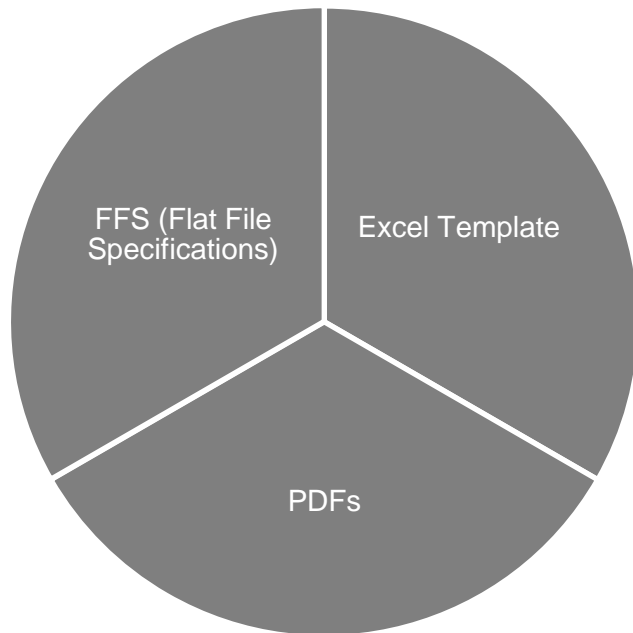


Phase 1: Pre-Collection of Data

- The 2011 CRDC survey is based on SY 2011-12. Since the web based survey tool will not open until after SY 2011-12 is over, you may want to collect the detailed data needed for CRDC 2011 before the school year ends and store the data in the “pre-collection tools” offered on the crdc2011.org website.
- Three pre-collection tools have been created to assist you in collecting your current school year data before the end of the school year. They include the following formats:
 - PDF
 - Excel templates
 - Flat File (FFS)

Phase 1: Pre-Collection of Data

Pre-collection Tools



- **PDF** – Geared toward districts with a single school. A four-part printable document containing all survey questions (data groups).
- **Excel Templates** – Geared toward districts with 2-10 schools. Four separate Excel files, one for each CRDC Form, containing all survey questions (data groups) for that form.
- **FFS (Flat File Submission)** – Geared toward districts with a large number of schools and the ability to extract data from their district data systems. District uses the provided flat file specifications to create their own data files.

The pre-collection tools can be used separately or in combination, in the way that best suits your CRDC data collection needs.

Phase 1: Pre-Collection of Data

PDF Pre-Collection Tool

CRDC SY2011-12 Part 1 LEA Form

LEA Name:
LEA ID:
Submission Status:
PDF generation date/time:

Part 2 of the SY 2011-12 CRDC is a continuation from Part 1. All survey items cover school year 2011-12. Questions your LEA did not answer due to principal will be marked as "not" for example LEAs that do not offer OED for students aged 16-19 will see "not" for participation in OED programs.

LEA-009: LEA-Operated General Educational Development (GED) Preparation Program

Did the LEA operate a General Educational Development (GED) preparation program for students aged 16-19? Answer yes if this LEA contracted with another entity (e.g., a community college) to provide services to students aged 16-19 ☐ Yes ☐ No

Comments:

LEA-010: Student Participation in LEA-Operated OED Preparation Program

- Enter the number of students for the row.
- Include only students who attended a GED preparation program operated by your LEA.
- Do not include participation in a GED preparation program operated by a community college, or other agency, even if your LEA recommends that your students enroll in these programs.
- Count the cumulative number of students for the entire school year.
- See general instructions for information on duplicated and unduplicated counts.

Students aged 16-19 who participated in LEA-operated OED preparation program

RACE/ETHNICITY	Male	Female
Hispanic or Latino of any race		
AMERICAN INDIAN OR ALASKA NATIVE		
ASIAN		
NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		
BLACK OR AFRICAN AMERICAN		
WHITE		
TWO OR MORE RACES		
TOTAL RACE/ETHNICITY		
STUDENTS WITH DISABILITIES (IDEA)		
LEP		

12 Part II-LEA Form

SY 2011-12 CRDC - All survey items cover school year 2011-12

(Countdown School and Students)

ed: Row 1 is a count of schools; rows 2, 3, and 4 are counts of students. If any of the public schools under the governance of the LEA, including all facilities where students attend school, there are under the governance of the LEA. If not, public school membership of the LEA. See Title public school membership of the LEA in the

1. All students from Row 2 except those in non-USA facilities. If counts in Row 2 and Row 3, use a count on a single day, between September 27 and December 31.

1. All students attending evaluation; whether they attend LEA facilities or non-USA facilities. If all Row 2 who are attending initial evaluation. If count in Row 4 use a count on your final count sheet. If not, use either Row 2 or Row 3.

LEA schools in the LEA	0	9
2. Membership of the LEA include students served in non-USA facilities	0	9
3. Students served in the LEA's schools (do not include students served in non-USA)	0	9
4. Counts who are attending initial evaluation for special education programs and other the individuals with Disabilities Education Act (IDEA)	0	9

Row: Order entries

1. Integration: enter report ☐ Yes ☐ No

- Geared toward districts with a single school.
- A four-part printable document of the survey questions (data groups).
- The district manually fills in their answers on the printed form.
- Once the survey opens, the district will manually enter the data into the online collection tool.



Phase 1: Pre-Collection of Data

Excel Template Pre-Collection Tool

- Geared toward districts with 2-10 schools.
- Four separate Excel files, one for each CRDC Form, containing all survey questions (data groups) for that form.
- The district completes the templates in Excel. When finished, the user can also save the files as .csv files.
- Once the survey opens, the district can upload the files into the online collection tool.

School Information				School #2		School #3	
	LEA 7 Digit NCES ID Code						
	School 5 Digit NCES ID Code						
	School Name						
Optional For Skip Logic purposes only	Do you have students in grades 9, 10, 11, 12; or ungraded students taking classes for grades 9, 10, 11 or 12?						
SCH-0025							
Students who passed Algebra I in Grades 7 or 8							
		Male	Female	Male	Female	Male	Female
1)	Hispanic/Latino of any race						
2)	American Indian/Alaskan Native						
3)	Asian						
4)	Native Hawaiian or other Pacific Islander						
5)	Black or African American						
6)	White						
7)	Two or more races						
8)	Total						
9)	Students with Disabilities: IDEA						
10)	LEP						



Phase 1: Pre-Collection of Data

FFS Pre-Collection Tool

- Geared toward districts with a large number of schools and with more sophisticated IT capability.
- Specifications and instructions provided for district to create its own data files, in either fixed width or .csv format.
- The district extracts data from its district databases into the files.
- Once the survey opens, the district can upload the files into the online collection tool.

School Form Part 1 Record Layout

Data Group - Table	Element Name	Description of Variable Contents	Length	Format	Type	Start	Stop	Mandatory	Instructions	Skip Logic
N/A	N/A	Reporting Period (Part 1 or 2)	1	Full Justify	A	1	1	Yes	Always enter "A" for Part 1	N/A
N/A	N/A	Record Type Identification Code (LEA or school form)	1	Right Justify	N	2	2	Yes	Always enter "2" for school form	N/A
N/A	N/A	Filler	1	Right Justify	N	3	3		Fill with blanks	N/A
N/A	LEAID	NCES LEAID LEA Identification Code	7	Full Justify	A	4	10	Yes	Use LEA IDs as provided by ED - Include all leading zeros if applicable for your LEA.	N/A

Example of Fixed Width specifications



Phase 1: Pre-Collection of Data

FFS Pre-Collection Tool

Example of resulting data record

Fixed Width

(zeros used as padding)

00100001500003600005000420123400050016170000500002

Or

(spaces used as padding)

100 150 36 5 42 1234 50 1617 5 2

Comma Delimited

100,150,36,5,42,1234,50,1617,5,2

All records are using the exact same data



Phase 1: Pre-Collection of Data

Using Pre-Collection Tools in Combination

You can use any combination of pre-collection tools in any configuration desired to collect your data.

Example 1: Smaller school district using the Excel and PDF Tools to collect data from individual schools

ABC school district includes 7 schools, including 2 high schools. Most of the data is stored in a centralized district data system. However, some of the interscholastic athletics data is only available at the high schools.

Therefore, the CRDC coordinator might use the Excel template to populate the majority of the data through the centralized district data system.

In order to gather the data housed only at high schools, the CRDC coordinator may send the Part 2 school PDF form to the high schools to have them complete the interscholastic athletics sections.

Example 2: Larger school district using the FFS and Excel Tools

DEF school district has 27 schools, including 3 alternative schools. Data on alternative schools is maintained by a separate department within the LEA.

Therefore, the CRDC coordinator might use the FFS tool to collect the majority of CRDC data. The CRDC coordinator may send the Excel templates to the department in charge of alternative schools to have them fill in the missing data.



Phase 1: Pre-Collection of Data

Pre-Collection Next Steps

1. Update LEA and school profile information as needed:
 - a. **Login to the www.crdc2011.org website**

Update District Contact Information and School List

Current district contact information is extremely important for ED to provide your district with timely information concerning the SY 2011-12 CRDC. If you need to update your district contact information, or need to update the list of schools in your district for which CRDC data must be reported, log in below.

[Click here](#) for instructions on how to get started with your district updates.

A screenshot of a web-based login form. At the top, a blue header bar contains the text "Please log in to update your district's information". Below this, on a light yellow background, are two input fields: "Login ID:" and "Password:". Below the password field are two buttons, "OK" and "Cancel". At the bottom left of the form area is a purple link that says "Forgot Password?".

Please log in to update your district's information

Login ID:

Password:

[Forgot Password?](#)

Your district's login information (login ID and password) is included in the letter received from the Department of Education concerning the SY 2011-12 CRDC. Your Login ID is your NCES LEA ID. If you don't have your letter and don't recall your LEA ID, this information is available via the National Center for Education Statistics (NCES) Common Core of Data (CCD) Website:

<http://nces.ed.gov/ccd/districtsearch/>



Phase 1: Pre-Collection of Data

Pre-Collection Next Steps

1. Update LEA and school profile information as needed:
 - a. Login to the www.crdc2011.org website
 - b. Update LEA name, address and/or contact information**

Update District Profile

Please update your district's information and provide points of contact for future CRDC correspondence. This data is essential for ED to provide your district with timely information concerning the SY 2011-12 CRDC.

Once your district information is completed and verified, click the Continue button to proceed to the list of schools.

Note: If your district's status has changed (e.g. closed, inactive, no students, etc.), please contact Partner Support for assistance by telephone 1-855-320-6459 or by e-mail EDEN_CRDC@ed.gov

Required fields are noted with an asterisk (*).

LEA ID	0100002
District Status	Open and no change
Reporting Option *	<input checked="" type="radio"/> Web <input type="radio"/> Flat File Submission
District Name *	ABC DISTRICT
Mailing Address *	P O BOX 66
City *	MT MEIGS
State *	OR
Zip *	36057
County *	Montgomery
Telephone Number *	(334) 215-3859 <small>Type in number without formatting (e.g. 7035551212)</small>
Telephone Extension	


Phase 1: Pre-Collection of Data


Pre-Collection Next Steps

1. Update LEA and school profile information as needed:
 - a. Login to the www.crdc2011.org website
 - b. Update LEA name, address and/or contact information
 - c. **Update and export school information**
 - **Update school name and address information**
 - **Update school list (add schools and/or mark schools as Not Required to Report) and optionally choose to export a current copy for your own records**

Update School List

Please review the following list of schools within your district. For the CRDC, students are to be counted where they receive instruction. Therefore, the school list must include all facilities that provide instruction to students including alternative schools, schools serving students with disabilities, juvenile justice facilities, and charter schools for which your district is responsible.

If you need to add a school, click the add school icon  below.

If you need to change information on a specific school, click on the  icon on the appropriate row.

You can change the sort order by clicking the column heading.

After your school information is verified, click the Continue button to proceed to the final screen.

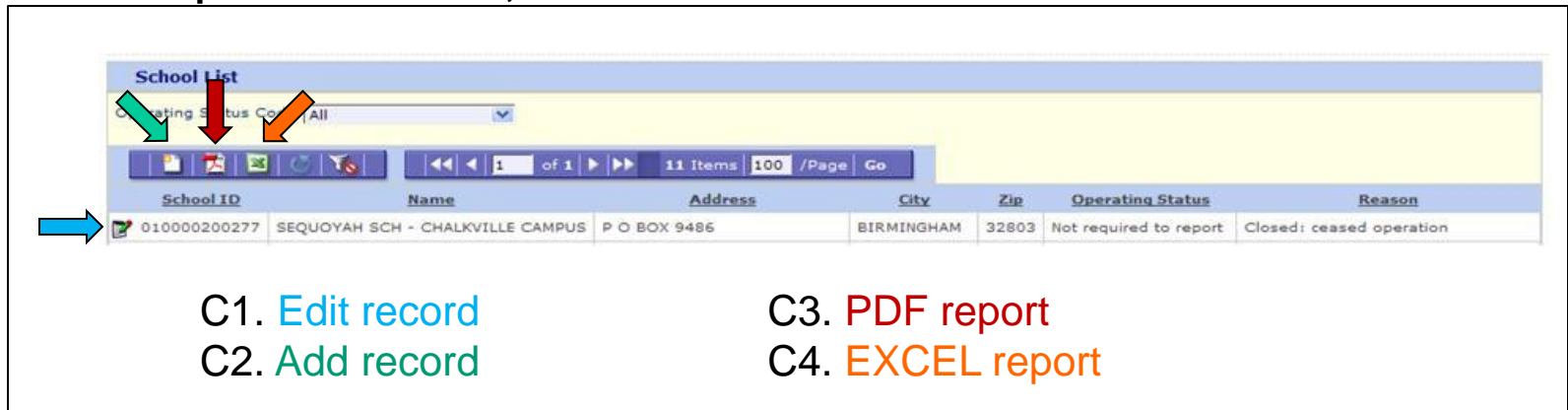
School ID	Name	Address	City	Zip	Operating Status	Reason
010000200277	SEQUOYAH SCH - CHALKVILLE CAMPUS	P O BOX 9466	BIRMINGHAM	32803	Not required to report	Closed: ceased operation
010000201402	EUFALULA SCH - EUFAULA CAMPUS	315 OUTBACK ROAD	CLAYTON	36016	Not required to report	Closed: ceased operation
010000201667	CAMPS	P O BOX 66	MT MEIGS	36057	Not required to report	Closed: cross-district restructuring
010000201670	DET CTR	P O BOX 66	MT MEIGS	36057	Not required to report	Inactive
010000201705	WALLACE SCH - MT MEIGS CAMPUS	P O BOX 66	MOUNT MEIGS	32803	Not required to report	Half-day services or less
010000201706	MCNEEL SCH - VACCA CAMPUS	8950 ROEBUCK BLVD	BIRMINGHAM	35206	Not required to report	Half-day services or less
010000201876	ALABAMA YOUTH SERVICES	1299 HILLSBORO PARKWAY	HELENA	35080	Not required to report	Closed: ceased operation
010000299994	THOMASVILLE FACILITY	PO BOX 695	THOMASVILLE	36784	Not required to report	Closed: reorganization within district

Phase 1: Pre-Collection of Data

Pre-Collection Next Steps

1. Update LEA and school profile information as needed:
 - a. Login to the www.crdc2011.org website
 - b. Update LEA name, address and/or contact information
 - c. **Update and export school information**
 - **Update school name and address information**
 - **Update school list (add schools and/or mark schools as Not Required to Report) and optionally choose to export a current copy for your own records**

To update information, click on the desired icon and follow instructions for each.



School ID	Name	Address	City	Zip	Operating Status	Reason
010000200277	SEQUOYAH SCH - CHALKVILLE CAMPUS	P O BOX 9486	BIRMINGHAM	32803	Not required to report	Closed: ceased operation

C1. **Edit record**
 C2. **Add record**
 C3. **PDF report**
 C4. **EXCEL report**

c. Update and export school information



Phase 1: Pre-Collection of Data

Pre-Collection Next Steps

c. Update and export school information

C3. PDF report



School						
School	School Name	Operating Status Code	Address	City	ZIP Code	Not Reporting Reason Code
010000200277	SEQUOIA SCH - CHALKVILLE CAMPUS	Not required to report	P O BOX 9486	BIRMINGHAM	35220	Closed: ceased operation
010000201402	EUFALA SCH - EUFAULA CAMPUS	Not required to report	315 OUTBACK ROAD	CLAYTON	36016	Closed: ceased operation
010000201667	CAMPB	Not required to report	P O BOX 66	MT MEIGS	36057	Closed: ceased operation
010000201670	DET CTR	Not required to report	P O BOX 66	MT MEIGS	36057	Closed: ceased operation
010000201705	WALLACE SCH - MT MEIGS CAMPUS	Open and must report	P O BOX 66	MOUNT MEIGS	36057	
010000201706	MCNEEL SCH - VACCA CAMPUS	Open and must report	8950 ROEBUCK BLVD	BIRMINGHAM	35206	
010000201876	ALABAMA YOUTH SERVICES	Not required to report	1299 HILLSBORO PARKWAY	HELENA	35080	Closed: ceased operation
010000299994	THOMASVILLE FACILITY	Not required to report	PO BOX 695	THOMASVILLE	36784	Closed: reorganization within district
010000299995	AUTAUGA CAMPUS	Open and must report	PO BOX 680710	PRATTVILLE	36058	
010000299996	WALLACE ANNEX III	Open and must report	2109 Bashi Road Building 509	Thomasville	36784	

C4. EXCEL report



School	School Name	Operating Status Code	Address	City	ZIP Code	Not Reporting Reason Code
010000200277	SEQUOIA SCH - CHALKVILLE CAMPUS	Not required to report	P O BOX 9486	BIRMINGHAM	32803	Closed: ceased operation
010000201402	EUFALA SCH - EUFAULA CAMPUS	Not required to report	315 OUTBACK ROAD	CLAYTON	36016	Closed: ceased operation
010000201667	CAMPB	Not required to report	P O BOX 66	MT MEIGS	36057	Closed: cross-district restructuring
010000201670	DET CTR	Not required to report	P O BOX 66	MT MEIGS	36057	Inactive
010000201705	WALLACE SCH - MT MEIGS CAMPUS	Not required to report	P O BOX 66	MOUNT MEIGS	32803	Half-day services or less
010000201706	MCNEEL SCH - VACCA CAMPUS	Not required to report	8950 ROEBUCK BLVD	BIRMINGHAM	35206	Half-day services or less
010000201876	ALABAMA YOUTH SERVICES	Not required to report	1299 HILLSBORO PARKWAY	HELENA	35080	Closed: ceased operation
010000299994	THOMASVILLE FACILITY	Not required to report	PO BOX 695	THOMASVILLE	36784	Closed: reorganization within district
010000299995	AUTAUGA CAMPUS	Open and must report	PO BOX 680710	PRATTVILLE	36058	
010000299996	WALLACE ANNEX III	Open and must report	2109 Bashi Road Building 509	Thomasville	36784	
010000299999	DROUP-OUT HIGH	Open and must report	3737 Losers Way	Lost	32880	



Phase 1: Pre-Collection of Data

Pre-Collection Next Steps

2. Choose the pre-collection tool(s) right for your district
 - a. Attend Webinar(s) for selected pre-collection tool(s)
 - PDF
 - Excel Templates
 - FFS
 - b. Access your selected pre-collection tools - on the website <http://crdc2011.org>, click on the Pre-Collection tab on the tool bar at the top of the screen
3. Coordinate collection of SY 2011-12 data at LEA level and for each school
4. Store data for use when survey opens



Phase 2: Survey Open Period

- Upon survey opening, school districts have the option of providing data through the following web-based survey tool features:
 - Enter data through survey tool screens
 - Upload electronic files (files created either through FFS or Excel template) into web tool
 - A combination of screen based data entry and electronic file upload
- Noted web-based survey tool characteristics
 - Provides friendly interface
 - Uses skip logic to tailor the school surveys so you only complete data relevant to each school.
 - For example, an elementary school will not have to answer the question on whether any students participate in AP classes
 - Provides instantaneous feedback about the status of your data



Phase 2: Survey Open Period

Example of Web-based Survey Tool: LEA Dashboard

LEA 0100090			
LEA Dashboard		Survey Completion Steps	
SY 2011-12 Civil Rights Data Collection		<p>You must complete all of the steps below before your CRDC submission is complete.</p> <ul style="list-style-type: none">•Complete LEA Forms for Part 1 and Part 2•Perform LEA Form Data Checks•Complete all School Forms•Perform School Form Data Check on each Form•Run and Complete Certification Process	
LEA Information		Help and Instructions	
<p>LEA ID: 0100090 LEA Name: YOUR SCHOOL DISTRICT NAME LEA Form Part 1 % Complete: 0% LEA Form Part 2 % Complete: 0% Survey Deadline: November 15, 2012</p>		<p>Getting Started Definitions FAQs User Guide LEA Form Part 1 Sample School Form Part 1 Sample LEA Form Part 2 Sample School Form Part 2 Sample Download Adobe Reader Webinars</p>	
Access LEA Forms		Upload Data Files	
<p>Update LEA Profile Information LEA Form Part 1 LEA Form Part 2</p>		<p>Initiate Data File Upload</p>	
Access School Forms			
School Name	Part 1 % Complete	Part 2 % Complete	School ID
ABC ELEMENTARY SCHOOL	20	100	00586
ABC SCHOOL	30	0	01326



CRDC Support

To access additional information regarding the CRDC:

Check the FAQs

This document is updated regularly and aims to answer all general questions. The FAQ document can be accessed by clicking the FAQs / Additional Resources tab on the toolbar at the top of the CRDC website <http://crdc2011.org>.

Contact the Partner Support Center (PSC)

If you have any questions not addressed by the FAQs, or feedback regarding the survey process, please contact the PSC:

- Web form <http://www.crdc2011.org/LEA/help.aspx>
- Telephone* 1-855-320-6459
- Fax 1-888-FAX-EDEN (1-888-329-3336)
- TTY/TDD 1-888-403-3336 (888-403-EDEN)

* 8am - 6pm ET